



ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION  
OFFICE OF INTERGOVERNMENTAL SERVICES  
**VICTIM JUSTICE AND ASSISTANCE PROGRAM**

**2009 APPLICATION AND INSTRUCTIONS FOR FEDERAL FUNDS**

SUBMIT FOUR (4) FULL COPIES OF THE APPLICATION, ONE OF WHICH MUST HAVE THE ORIGINAL **BLUE** INK SIGNATURE ON THE CERTIFICATION.

**APPLICATIONS MUST BE TYPEWRITTEN, SINGLE SPACED, USING NO LESS THAN TEN (10) POINT FONT, ONE-SIDED ON 8 1/2 x 11 PAPER ONLY. (NO LEGAL SHEETS PLEASE),**  
MAIL OR DELIVER APPLICATIONS (4 copies) TO:

Ms. Sandra L. Cook, VJA Program Manager  
State of Arkansas  
Department of Finance & Administration  
Office of Intergovernmental Services  
1515 West 7<sup>th</sup> Street, 4<sup>th</sup> Floor  
Little Rock, AR 72201

**APPLICANTS ARE RESPONSIBLE FOR MAILING OR DELIVERING THE APPLICATIONS SO THAT THEY ARE RECEIVED AT VJA, NO LATER THAN 4:30 PM ON APRIL 17, 2009.** Save your mailing receipt. If you mailed an application and do not receive a confirmation notice from VJA by April 24, 2009, please contact the office immediately. Confirmation will be e-mailed to the contact person listed in the application. NOTE: NO FACSIMILES OR E-MAILS ACCEPTED.

DO include the applicant's name on ALL pages of the application.  
DO respond to ALL questions.  
DO NOT attach cover letters to original or copies. .  
DO NOT place application in binders or folders  
DO NOT use font size smaller than 10 points.  
DO NOT exceed the number of pages indicated for each section.

The complete application consists of the following:

I. COVER PAGE	VI. SUSTANABILITY PLAN (1 page)
II. TABLE OF CONTENTS	VII. CERTIFICATION A. Attachment E
III. PROJECT ABSTRACT (2 pages)	VIII. FORM SF - 424 A. Attachment F
IV. PROJECT NARRATIVE (10 pages) A. Needs Assessment B. Applicant Capability C. Population to be Served D. Project Activities E. Collaboration F. Goals and Objectives G. Evaluation Plan	IX. ATTACHMENTS A. Financial Overview B. Project Staffing Pattern C. Goals and Objectives D. Budget E. Certifications F. Form SF – 424 G. Consultation Certification
V. BUDGET A. Attachment D	

OCTOBER 2008

**APPLICATION DEADLINE: APRIL 17, 2009 at 4:30 P.M.**  
**Applications received after the 4:30 pm deadline will not be considered.**



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- I. COVER PAGE** – THIS SECTION IS NOT SCORED. It should be the first two pages of the application.
- 1. Applicant Agency** – Enter the official name, of applicant that will administer / implement the project.
  - 2. Mailing Address**
  - 3. City/State**
  - 4. Zip Code**
  - 5. Type of Applicant** – Select only one of the listed types. If unable to identify with the types listed, select other and describe.
  - 6. Consultation** - *FOR VAWA (STOP) APPLICANTS ONLY*: Applicants applying for other funding should respond: not applicable.  
  
Per the 2005 VAWA Reauthorization, prosecution, law enforcement and court applicants must consult with victim services agencies in developing their applications to ensure that the proposed activities are designed to promote safety, confidentiality, and economic independence of victims.  
  
Applicants who respond yes to item number 6, must complete Attachment G: Consultation Certification.
  - 7. Authorized Official** – Enter the name and title of the applicant organization's highest ranking official. For non-profit organizations this is usually the chairperson/president of the Board of Directors.
  - 8. Federal Identification Number** – Applicant organizations must be registered with the Internal Revenue Service (IRS) and possess a Federal Identification Number (FIN)>
  - 9. Federal Debt** - Applicants who are delinquency on federal debt are not eligible to apply for federal funds.
  - 10. Supplanting** - Federal funds must be used to supplement existing funds for program activities and must not replace those funds that have been appropriated for the same purpose.



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**11. Source of Funds Requested** – Select which of the three (3) federal funding sources for which you are applying. Select only one funding source per application.

**12. Project Purpose** – Indicate the purpose of the proposed project. Be sure to select only one purpose area per application.

**13. Amount of Funds Requested** - Enter the total amount of federal funds request, cannot exceed \$100,000.00 per project.

**14. Amount of Match Provided** - Enter the amount of match to be provided, using the requirements listed below:

- *FVPSA – 20%*
- *VOCA – 25%*
- *VAWA (STOP) – 37%*
- *NEW PROJECT (see definition below) – 35%*

**15. Number of Volunteers** - Applicant organizations must use volunteers unless VJA determines there is a compelling reason to waive this requirement. A "compelling reason" may be a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars using volunteers for certain positions, or the inability to recruit and maintain volunteers after a sustained and aggressive effort.

Applicants wishing to request a waiver of this requirement must do so in writing at the time of the application.

**16. Use of Volunteers** – Volunteer time may be used as in-kind match. All funds designated as match are restricted to the same use as those allowed for the federal funds. Therefore, allowable activities, used as match, for volunteer advocates, are limited to the same activities allowable under the grant for paid staff.

Examples of allowable activities (not an all-inclusive list) include: crisis intervention; hospital accompaniment; hotline counseling, supportive counseling; information & referral, compensation claim assistance; legal advocacy, etc. Examples of unallowable activities (not an all-inclusive list) include: Lobbying; on-call; babysitting; fundraising; etc.

Indicate all activities to be performed by volunteers.

**17. Project Title** – Indicate the title of the proposed project.

**18. Type of Project** – Select the type of project, utilizing the definitions below.



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**CONTINUATION** – The applicant received funding during the 2008-2009 grant year for essentially the same activities and budget line items.

**NEW PROJECT** – The applicant has not received funding from VJA for a period of at least two (2) years prior to the application, and/or the project has not been previously funded by VJA.

**EXPAND/ENHANCE EXISTING PROJECT** – The applicant received funding during the 2008-2009 grant year for the project, but has added new components, not previously funded *OR* the applicant has not been previously funded by VJA, however the project is an existing one funded by another source and the applicant is requesting additional funds to expand/enhance the project.

If the application is to expand or enhance an existing project, select the type of enhancement, i.e. addition of a new service; expansion of service area, or increase the number or type of victim served.

**19. Previous VJA Funding** – Respond yes, if funding has been received within the last three (3) years. Indicate the number of years, the applicant, not necessarily the project, has received funding from VJA.

**20. Type of Primary Victim Served** – Indicate the type of victimization and the approximate number of victims to be served in each category.

**21. Area(s) to be Served by the Project** – Indicate the county, judicial district and congressional district(s) to be served by the project.

**22 – 28. Contact Information** – Provide the requested information for the person who should be contacted with questions about the application. The primary mode of communication used by VJA is e-mail, therefore it is imperative that the organization's contact person's e-mail address be included.

**II. TABLE OF CONTENTS** - THIS SECTION IS NOT SCORED. It is intended to be an aid to the reader and does provide the reviewer an insight on how carefully the proposal was constructed. Neither the cover page, the project abstract nor the table of contents should be numbered.

**III. PROPSAL ABSTRACT** - THIS SECTION IS NOT SCORED. It provides an overview of the entire proposal. It should be clear, succinct and give a complete picture of the proposed project. THIS SECTION IS TO BE NO MORE THAN TWO (2) PAGES.



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**IV. PROJECT NARRATIVE – THIS SECTION MAY RECEIVE A MAXIMUM OF SEVENTY-FIVE (75) POINTS.** The number of points assigned to each section is indicated below. THE ENTIRE PROJECT NARRATIVE SECTION (A thru G) MAY NOT EXCEED TEN (10) PAGES.

**A. NEEDS ASSESSMENT (15 points)**

The needs assessment establishes the problem and is the foundation upon which the rest of the proposal is built. List a maximum of five (5) reasons why there is a need for this project in your community. Reasons should be short simple statements that substantiate a lack of availability of services, a steady or rising need for services, an identified gap in services, and/or an identified problem that your project will address.

In addition to clearly defining the problem to be addressed, include a description of the population to be served, current services, obstacles faced within the community. Be sure to include relevant "local" data to support the need for the project.

**B. APPLICANT CAPACITY (25 points)**

In this section you will describe your agency's ability to provide the services in the proposed project. Be sure to include historical information, community partnerships and the scope of services currently being provided.

Provide a brief history of your organization (i.e. year established, notable events, scope of activities currently performed, etc.). Be sure to address the agency's ability to carry out the proposed project, including financial capability and staff qualification. *For governmental entities:* please limit your history to the department under which the proposed project will operate.

Complete ATTACHMENT A: Financial Overview.

List all revenue sources and amounts received and/or anticipated for the entire organization during the proposed fiscal year (October 1, 2009 – September 30, 2010).

Provide an explanation for all revenue anticipated. For example, if the applicant has submitted an application for funding, but has not yet received notification of the award, indicate when and to whom the application was made, in addition to the amount.

Complete ATTACHMENT B: Project Staffing Pattern.

List ALL paid positions involved in the proposed project, regardless of the source of funding. Include positions to be used as match. Give a brief description of the duties of each position, i.e. direct client advocacy; supportive counseling; assist in filing for victim compensation, etc.



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**C. POPULATION TO BE SERVED (10 points)**

Describe how the proposed project addresses federal program priorities, including the type of victim to be served (i.e. child abuse, domestic violence, sexual assault, etc.) Identify any underserved populations (elderly, disabled, non-English speakers, rural, etc.) and address the methods to ensure inclusion in services. Indicate the percentage of underserved populations to be served by the project. (Example: 76% of the unduplicated victims to be served by this project will be non-English speakers).

**D. PROJECT ACTIVITIES (5 points)**

Identify all services and/or activities to be provided by the project. Clearly demonstrate how the activities identified will benefit victims, produce the intended goals, and are consistent with and assist in meeting federal and local purposes. Indicate whether or not the project will be using best practices or evidence-based activities. If so, please briefly describe the best practice or evidence-based activity to be used.

**E. COLLABORATION (5 points)**

Please provide evidence of community support and broad participation in the planning process and implementation planning. Describe collaboration of community partners for the purposes of resource sharing, coordination of efforts, case management and to avoid duplication of services.

**F. GOALS AND OBJECTIVES (10 points)**

Project goals should define the overall direction of a program and state what is to be accomplished by the program. Goals are measurable statements of the desired long-term impact of the program. Goals typically address changes in actual behaviors, such as decreased victimization, increased community involvement or improved well-being.

Objectives are specific measurable statements of the desired immediate or direct outcome of a program, which support the accomplishment of a goal. Well-formulated objectives reflect changes in knowledge, attitudes, skills, and/or behaviors that are the direct result of specific activities.

- DO strive for goals and objectives that are measurable, realistic, and attainable.
- DO strive for goals and objectives that have one or more measurable impact or outcome associated with them.
- DO NOT define goals too narrowly, so they appear to be objectives or objectives too broadly so they appear to be goals.
- DO NOT limit goals and objectives to descriptions of program activities. Goals and objectives should be stated as outcomes and impacts that will be achieved as a result of program activities.





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**G. EVALUATION PLAN (5 points)**

It is of utmost importance that these grant-funded projects demonstrate that they achieve the purpose for which they are requesting funds. It is equally important to be able to determine if the project is unable to achieve its intended purpose so that necessary changes can be made to the project design. To accomplish this, all proposals must contain a clear, effective evaluation plan. Good evaluation plans are closely tied to the proposed goals and objectives. The evaluation plan should answer the questions:

- Did we accomplish the projected outcome(s)?
- How do we know this?, and
- Did we achieve the objectives in an efficient, measurable manner?

**V. BUDGET (20 points)**

THIS SECTION MAY RECEIVE A MAXIMUM OF TWENTY (20) POINTS. The application budget is ATTACHMENT D, an excel spreadsheet. Applicants may insert additional rows, as needed for each budget category.

*Allowable Costs* - Federal funds are governed by the "cost principles" of the Office of Management and Budget (OMB). Cost principles are the Federal rules that determine the extent of reimbursement of grant expenses. Generally, allowable costs include costs that are reasonable and necessary for the successful completion of the project. These may include: salaries; rental of staff offices; recording or translation services; postage; telephone charges; travel expenses; software; printing, duplication, etc.

*Non-Allowable Costs* - Any costs that are incurred either before the start of the project period or after the expiration of the project period are not allowable. Costs that are deemed not reasonable and/or necessary for successful completion of the project are not allowable. Other unallowable costs include, but are not limited to: land acquisition; bonuses or commissions; lobbying; fund raising; corporate formation; State and local sales taxes; entertainment; sporting events; credit card fees; tips; bar charges/alcoholic beverages; laundry charges, etc.

*Match Requirements* – Match is a specified amount of non-federal funds designated to be used for the proposed project in addition to the federal award amount. Match may be either cash or in-kind. Acceptable examples of in-kind match include office space, employer benefits, staff salary, or volunteer time that has been assigned a dollar value. The dollar value assigned to volunteers has been established by VJA as \$10.00 per hour. The monetary value of time contributed by professionals and technical personnel and other skilled and unskilled labor, if the services they provide are an integral and necessary part of a funded project. The value placed on donated services must be



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consistent with the rate of compensation paid for similar work in the applicant organization. If the required skills are not found in the applicant organization, the rate of compensation must be consistent with the labor market. The value placed on loaned or donated equipment may not exceed its fair market value. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in privately-owned buildings in the same locality. Specific match requirements are as follows:

- FVPSA – 20%
- VOCA – 25%
- VAWA (STOP) – 37%
- NEW PROJECT (see definition below) – 35%

The applicant has not received funding from VJA for at least two (2) years and/or the project has not been previously funded by VJA.

The budget request is divided into six (6) categories: personnel; mandated benefits; employer benefits; maintenance and operations; professional services, capital outlay. The following is a description of what to include in each category:

**A. PERSONNEL**

List each job position associated with the project, those to be funded by federal dollars as well as those to be used as match. Include a brief description of the job duties to be performed by each position. Include the total amount of salary and the percent of federal funds being requested.

To calculate salary include the position title, rate of pay, number of hours devoted to project and total number of hours worked. Be sure to include an explanation of your calculations.

A	B	C	D	E
LINE ITEM	FEDERAL REQUEST	MATCH AMOUNT	TOTAL PROJECT	JUSTIFICATION
<b>1. Executive Director</b> 40 hrs/wk @ 1,500 per pay period X 13 pay periods Federal-20%; Match-10%; Non-project-70%	1,500 X 13 X 20% <b>3,900.00</b>	1,500 X 13 X 10% <b>1,950.00</b>	B + C <b>5,850.00</b>	Supervision of project staff.
<b>2. Victim Advocate</b> 40 hrs/wk @ 15.00/hr X 26 weeks Federal-25hrs/wk; Match-15hrs/wk	25 X 15 X 26 <b>9,750.00</b>	15 X 15 X 26 <b>5,850.00</b>	B+C <b>15,600.00</b>	Direct services to victims.

**NOTE:** 1. Independent contractors should be shown as Professional Services, not Personnel.





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2. Funded applicants will be required to submit complete job descriptions for all project personnel, prior to the issuance of a sub grant award.

**B. MANDATED BENEFITS**

**You are not required to request mandated benefits.** If requested, the amount of federal funds requested may not exceed the percentage of salary paid by federal funds. Using the example above, the maximum percentage of benefits requested for position 1 is 20%, while the maximum for position 2 is 62.5%. Mandated benefits include FICA, Worker's Compensation and State Unemployment.

For most applicants, FICA is calculated at 7.65% of total salary.

The rate used for worker's compensation is unique to each organization and/or employee within the organization. Rates are determined by the Arkansas Department of Workforce Services. To calculate worker's compensation, use the established rate times the total salary.

An organization's State Unemployment rate is also unique to each organization. The unemployment rate is established by the Arkansas Department of Labor.

1. The maximum percentage paid by federal funds, is 3.6% of the first \$10,000 of salary.
2. Applicants should indicate their established rates, however the federal funds requested may not exceed 3.6%, the remaining percentage may be used as match.

**C. EMPLOYER BENEFITS**

**You are not required to request employer benefits.** As with mandated benefits, the amount of federal funds requested may not exceed the percentage of salary paid by federal funds. Employer benefits include all other benefits offered to employees through group policies held by the applicant such as health insurance, retirement, life insurance, etc.

Payments made directly to employees are not allowable costs. Arrangements made between the applicant and the employee to provide reimbursement for the cost of a policy held personally by the employee or a relative of the employee cannot be supported.



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The maximum monthly health insurance premium paid by federal funds is \$320. Applicants should indicate the actual premium rates, however the federal funds requested may not exceed \$320, the remaining percentage may be used as match.

Retirement benefits are normally calculated as a percentage of total salary. The maximum percentage of salary paid by federal funds for retirement is 11.01%. Applicants should indicate the actual percentage paid, however the federal funds requested may not exceed 11.01%, and the remaining percentage may be used as match.

**D. MAINTENANCE and OPERATIONS**

Include items essential to the effective implementation of activities identified within the application. All requests must be specific, itemized costs related to the project that cost less than \$5,000 per item. List items by major type (e.g., staff travel; telephone; office rental; office supplies; etc.)

Effective, March 1, 2009, the maximum mileage reimbursement rate paid is \$0.42 per mile. If the applicant pays more than this amount, the excess may be used as match, however if the applicant's organizational reimbursement is less, the amount requested must reflect the true rate of reimbursement.

All items in this section must include rates and explanations for calculations. For example:

- Staff travel – 500 miles/month @ \$0.44/mile X 12 months.
- Cell phones – 2 @ \$100/month each.
- Office rental @ \$700/mon X 12 months.
- Program supplies @ \$50/mon X 12 months

**E. PROFESSIONAL SERVICES**

Include any professional service needed to ensure success of the project (i.e. interpreters, therapist, legal representation, etc.). Be sure to include the rate, for example:

- Translation services @ 35/hr X 5hrs/mon X 12 months
- Mental Health Therapist @ 125/session X 2 sessions/mon X 12 months

**F. CAPITAL OUTLAY**

Items costing over \$5,000 with a useful life of over one year fall into this category. Should an applicant consider equipment a necessity to project



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implementation, a detailed explanation must be provided. All requests will be carefully reviewed.

The State retains ownership of any equipment purchased with federal funds. Such equipment will be recovered at the conclusion of the grant period for redistribution, unless a written request to retain said property is approved by IGS/VJA.

**VI. SUSTAINABILITY PLAN (5 points) – THIS SECTION MAY RECEIVE A MAXIMUM OF FIVE (5) POINTS. THIS SECTION MAY NOT EXCEED ONE PAGE.**

Federal funds are provided as a temporary means to accomplish goals within the federal legislation and should be administered in a manner that ensures long-term sustainable activities. Congress periodically assesses the accomplishments of federal grant programs to determine the need to reauthorize the appropriation of funds; therefore applicants must devise a plan to continue services in the absence of federal funds.

This section provides the applicant an opportunity to “sell” their project as a wise investment. A complete response will describe the project’s sustenance, a plan to continue its benefits without the need for federal support and the time frame needed to achieve sustainability.

If a project is supported for federal funding, the sustainability plan becomes a special condition of the subaward. Applicants are therefore encouraged to outline in detail their plan to sustain the proposed project.

**VII. CERTIFICATION – THIS SECTION IS NOT SCORED.**

Complete ATTACHMENT E: Certifications and Assurances

This form must be signed in **BLUE** ink by the authorized official of the agency. The authorized official is the highest ranking official in the organization. For non-profit organizations this is the president or chairperson of the Board of Directors. Applications signed by individuals other than the authorized official are subject to disqualification. The applicant’s signature on the certification form indicates the applicant’s willingness to comply with applicable state and federal regulations, including:

- Executive Order 12549 <http://www.ucop.edu/raohome/certs/eo12549.html>
- 28 CFR <http://www.archives.gov/federal-register/cfr/subject-title-28.html>
  - Part 18 – Criminal Justice Information Systems
  - Part 20 – Confidentiality of Identifiable Research and Statistical Information



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- Part 23 – Criminal Intelligence Systems Operating Policies
  - Part 30 – Intergovernmental Review of Department of Justice Programs and Activities
  - Part 42 – Nondiscrimination/Equal Employment Opportunities
  - Part 61 – Procedures for Implementing the National Environment Policy Act
  - Part 67 – Debarment and Suspension
  - Part 67 – Sections 67.615 and 67.620 - Drug-Free Workplace
  - Part 69 – Restrictions on Lobbying,
- Executive Order 13166 [www.lep.gov](http://www.lep.gov)
  - Executive Order 98-04 <http://www.state.ar.us/dfa/procurement/eo9804/eo9804.pdf>
  - Hatch Act <http://www.osc.gov/hatchact.htm>

The applicant's signature further certifies that the proposed federal budget supplements existing funds and in no way replaces (supplants) funds that have been budgeted for the same purpose.

The applicant further agrees to comply with the Subgrant Administration Guide [http://www.arkansas.gov/dfa/igs/igs\\_subgrant.html](http://www.arkansas.gov/dfa/igs/igs_subgrant.html)

Failure to truthfully disclose information will disqualify the applicant from consideration.

**VIII. FORM SF-424 - THIS SECTION IS NOT SCORED.**

Pursuant to Executive Order 12372 (<http://www.fws.gov/policy/library/rgeo12372.pdf>), requiring the coordination of review of proposed federal financial assistance by State and local governments, applicants are required to complete form SF-424

Instructions for completion of the form are included in the attachment and are self-explanatory, with the following exceptions.

- **5. APPLICANT INFORMATION**  
All applicants must have a DUNS. If your organization does not have a DUNS number, use the Dun & Bradstreet (D&B) online registration to receive one free of charge. [http://www.grants.gov/applicants/request\\_duns\\_number.jsp](http://www.grants.gov/applicants/request_duns_number.jsp)
- **8. TYPE OF APPLICATION**  
All applicants should check **New**.
- **9. NAME OF FEDERAL AGENCY**



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FVPSA – Department of Health and Human Services  
VOCA – Department of Justice  
VAWA (STOP) – Department of Justice

- **10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER**  
FVPSA = 93-671  
VOCA = 16-575  
VAWA (STOP) = 16-588
- **16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?**  
All applicants must answer yes ☒. The date will be the date the application is submitted.

**IX. ATTACHMENTS**

The following attachment must be attached to the application:

- ATTACHMENT A: Financial Overview
- ATTACHMENT B: Project Staffing Pattern
- ATTACHMENT C: Goals and Objectives
- ATTACHMENT D: Line Item Budget
- ATTACHMENT E: Certification
- ATTACHMENT F: Form SF – 424
- ATTACHMENT G: Consultation Certification (If applicable).